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ADMINISTRATIVE AND FINANCIAL MATTERS

PROGRAMME BUDGET FOR THE BIENNIUM 2000-2001

Proposed programme budget of the Convention

Note by the Executive Secretary

Addendum

DETAILED SUBPROGRAMME ACTIVITIES AND RESOURCE REQUIREMENTS

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I. INTRODUCTION

This document contains work programmes and resource needs for each subprogramme of the secretariat. It provides the detail in support of the overall budget presentation in document FCCC/SBI/1999/4. The information it contains represents the secretariat's best estimates as regards work priorities in the coming biennium; it remains a 'work in progress', and will continue to evolve in the light of future developments in the Convention process. The information is presented using a standard template, an explanation of which is provided in the table below. The document is organized into sections and subsections corresponding to the programmes and subprogrammes of the secretariat. An explanation of the abbreviations used in the document is contained in the annex.

EXPLANATION OF THE TEMPLATE USED IN THE PROPOSED PROGRAMME BUDGET

Overview of responsibilities	A brief description of the main responsibilities assigned to the subprogramme.
Expected results	Goals which will have been achieved by the end of the biennium. *Mandate:* Convention articles, Kyoto Protocol articles and COP and subsidiary body decisions, that provide the mandate for each goal. *Means:* The activities that will be undertaken to achieve the goal. *Results:* Products and other deliverables that the activities will generate.
Limits	The guidelines followed, and assumptions used, in preparing the subprogramme's programme of work. Limits to activities to be undertaken, including specification of activities that will not be undertaken.
External linkages	Agencies, governments, departments, programmes and other entities with which the subprogramme will have substantial contact.
Posts required	Posts required in the core budget to ensure completion of the above-specified results.
Other resources required	Core budget resources (other than for posts) that will be required to ensure completion of the above-specified results.
Resources from outside the core budget	Resources which will be sought from supplementary funding sources to support activities and projects related to the work of the subprogramme.

II. PROPOSED BUDGET OF THE CONVENTION FOR THE BIENNIUM 2000-2001: PROGRAMMES OF WORK

A. Executive Direction and Management (EDM)

Overview of responsibilities	Managing and ensuring the smooth operation of the secretariat; providing policy advice to the Convention bodies and their officers; promoting partnerships with other organizations.
Expected results	*Mandate for all items listed below:* Article 8. 1) The secretariat is managed efficiently and effectively, in a way which maximizes its ability to respond to the needs of the Convention bodies. *Means:* Recruiting programme coordinators and other senior staff; approving proposals for appointment and promotion of staff; in consultation with a management group of programme coordinators and other senior staff: setting programme priorities, including for supplementary funds, ensuring coordination among programmes, establishing the secretariat's financial and personnel policies and procedures, in the framework of United Nations regulations and rules, and overseeing their application; promoting and organizing internal planning processes; promoting information flow throughout the secretariat, *inter alia,* by convening staff meetings. *Results:* Well-managed secretariat resources; motivated and capable staff. 2) The work of the secretariat is adequately funded. *Means:* Preparing a programme budget that anticipates the needs of the Convention bodies; seeking contributions to the secretariat's trust funds for participation and supplementary activities; overseeing the preparation of projects for supplementary activities. *Results:* Adequate contributions to the core budget and other trust funds. 3) Information flowing into and out of the secretariat is effectively managed and tracked. *Means:* Recording, tracking and following up on high volumes of correspondence and incoming postal, courier, facsimile and e-mail communications, with the assistance of a secretariat-wide network of mail focal points; maintaining a correspondence filing system; maintaining a records management system. *Results:* Timely replies to correspondence by the appropriate official; searchable electronic archive of correspondence; archive of secretariat-wide correspondence files. 4) The COP, its subsidiary bodies, and their Bureaux receive timely, coherent and appropriate policy advice and guidance. *Means:* Reviewing and writing documentation; providing advice and briefs; developing new concepts and ideas; providing guidance to staff. *Results:* Recommendations; decisions; documentation.

	5) The views of the Convention, and its secretariat, as appropriate, are communicated effectively to partner agencies, conferences and other events and information from these processes is brought into the Convention process. *Means:* Attending and delivering statements at meetings of partner agencies' supervisory bodies and other key meetings; preparing written inputs; overseeing and coordinating the secretariat's participation in meetings; maintaining ad hoc correspondence. *Results:* Improved information base for Convention bodies and related processes and improved information flow between partner agencies; effective representation of the Convention and advancement of the Convention process. 6) Organizations of the United Nations system cooperate in providing an enhanced response to the needs of the UNFCCC process. *Means:* Convening meetings and consultations with the heads of other secretariats, programmes and organizations; sharing information, undertaking joint activities and assigning lead roles. *Results:* Documentary and other technical inputs to Convention bodies and processes; more effective use of resources in United Nations system work on climate change. 7) Ad hoc tasks are managed (with an initial focus on coordination of secretariat inputs to the implementation of decision 8/CP.4). *Means:* Identifying tasks and assigning responsibility for action and follow-up, including support to intergovernmental processes. *Results:* Coherent and coordinated secretariat responses to identified tasks.
Limits	The Executive Secretary is directly accountable to the COP regarding the implementation of its policies and programmes of work and the use of its financial resources. She/he is accountable to the Secretary-General of the United Nations concerning the observance of financial and personnel rules and regulations within the context of a delegated authority. The activities listed under items 3, 5 and 6 will be undertaken with support from the IO programme. Those listed under item 4 above will be undertaken with support from the RPC programme.
External linkages	Secretary-General of the United Nations and senior United Nations officials; ministers and other heads of delegation; government representatives; heads of partner agencies, departments and programmes; key non-governmental actors.
Posts required	ASG Executive Secretary; P-5 Special Assistant to the Executive Secretary; P-2 Programme Officer; two GS Secretaries; GS Registry Assistant; GS Registry Clerk; GS Messenger. The Executive Secretary will be assisted by a Deputy Executive Secretary to be designated from among the programme Coordinators.
Other resources required	- temporary assistance ($19,500 in 2000; $19,600 in 2001) - overtime ($17,000 in 2000; $17,200 in 2001) - travel on official business ($95,000 in 2000; $95,000 in 2001)
Resources from outside the core budget	Supplementary (Bonn Fund) resources will be required to meet the costs associated with a GS Driver/Messenger post.

B. Emerging Issues (EI)

(i) Project-based mechanisms subprogramme (EI/PBM)

Overview of responsibilities	Supporting the design and development of the mechanisms envisaged in Articles 6 and 12 of the Protocol; supporting the implementation of AIJ under the pilot phase and its review.
Expected results	1) Support is provided for the implementation of the work programme on mechanisms, in particular regarding the design of the CDM (including implications of Article 12.10 of the Protocol) and provisions related to Article 6 of the Protocol. *Mandate:* Decisions 1/CP.3 and 7/CP.4. *Means:* Supporting the Chairpersons of the subsidiary bodies in preparing syntheses of proposals by Parties; preparing draft technical annexes; preparing miscellaneous documents with submissions by Parties; convening and participating in technical workshops and meetings; providing technical support (such as organizing expert groups, maintaining a roster of experts, preparing technical papers, facilitating/conducting technical reviews); providing organizational support; coordinating contributions from United Nations agencies, IGOs and NGOs; developing and maintaining an information infrastructure. *Results:* Syntheses of proposals, including technical annexes; miscellaneous documents; reports to Convention bodies; information products for Parties and other users. 2) The plan for facilitating capacity building for the benefit of developing country Parties (especially small island States and the least developed among them) regarding CDM project activities, and Parties with economies in transition regarding their participation in Article 6 projects, is advanced. *Mandate:* Decision 7/CP.4. *Means:* Liaising and collaborating with regional centres of expertise, bilateral and multilateral programmes, United Nations agencies, IGOs and NGOs concerning their capacity-building activities; disseminating information on capacity-building support available from these institutions through the development and maintenance of a module on the UNFCCC Web site; convening and participating in workshops; providing information to Parties on progress made in implementing the capacity-building plan. *Results:* Progress reports on capacity building; information products concerning capacity-building activities (in electronic and other suitable formats). 3) Parties and other actors engaged in the design and development of activities related to Articles 6 and 12 of the Protocol are able to share information and experience through informal dialogue processes. *Mandate:* Decision 7/CP.4. *Means:* Organizing a forum on project-based mechanisms (to be held in conjunction with meetings of the Convention bodies); collecting, compiling and disseminating information on technical contributions; contributing to and participating in technical meetings; developing a Protocol Web page structure within the UNFCCC Web site and relevant databases; establishing relevant databases and electronic discussion groups. *Results:* Progress reports to the Convention bodies; information products (in electronic and other suitable formats); greater levels of coordination and cooperation between various actors.

	4) The in-depth review of the AIJ pilot phase is supported; practical options relating to methodological issues of the pilot phase are developed; developing country Parties have opportunities to enhance their capacity building and all Parties have opportunities to gain further experience with AIJ. *Mandate:* Decisions 5/CP.1, 8/CP.2, 10/CP.3, and 6/CP.4; conclusions of the SBSTA at its third and fifth sessions. *Means:* Preparing synthesis and update reports; convening and participating in technical and regional workshops; preparing a draft proposal for revising the uniform reporting format; collecting inputs and reviewing literature with a view to developing practical options on the list of methodological issues; organizing electronically-linked discussion groups; convening round-tables for the exchange of information and experience (in conjunction with meetings of the Convention bodies); maintaining a database. *Results:* Synthesis and progress reports; miscellaneous documents; draft proposal for the SBSTA on a revised uniform reporting format; information products (in electronic and other suitable formats, such as the CC:INFO/AIJ module on the UNFCCC Web site).
Limits	Resources devoted to item 1 before COP 6 could be utilized towards meeting any new requirements arising from decisions by COP 6. Item 3 will be undertaken in cooperation with the IO programme. The nature and scope of work on AIJ depends on decisions taken by COP 5 regarding the pilot phase and the progression beyond. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for additional workshops each year would be required from supplementary resources. The implementation of the capacity-building plan will depend on the provision of supplementary funding and actions by partner agencies.
External linkages	Parties' national AIJ/JI programmes; United Nations agencies; relevant IGOs and NGOs.
Posts required	D-1 Manager/Deputy Coordinator; P-4 Programme Officer; P-3 Programme Officer; P-2 Programme Officer; GS Secretary.
Other resources required	- consultants ($120,000 in 2000; $112,000 in 2001) - travel on official business ($51,000 in 2000; $51,000 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support work on capacity building and the organization of additional workshops.

(ii) Emissions trading subprogramme (EI/ET)

Overview of responsibilities	Supporting the design and development of emissions trading pursuant to Article 17 of the Protocol.
Expected results	1) The implementation of the work programme on mechanisms, in particular regarding the design of relevant principles, modalities, rules and guidelines of emissions trading, in particular for verification, reporting and accountability, is supported. *Mandate:* Decisions 1/CP.3 and 7/CP.4.

	Means: Supporting the Chairpersons of the subsidiary bodies in preparing syntheses of proposals by Parties; preparing draft technical annexes to the synthesis document; preparing miscellaneous documents with submissions by Parties; convening and participating in technical workshops and meetings. *Results:* Syntheses of proposals, including technical annexes; miscellaneous documents. 2) The plan for facilitating capacity building for the benefit of Parties with economies in transition regarding their participation in emissions trading is advanced. *Mandate:* Decision 7/CP.4. *Means:* Liaising and collaborating with regional centres of expertise, bilateral and multilateral programmes, United Nations agencies, IGOs and NGOs concerning their capacity-building activities; informing on capacity-building support available from collaborating institutions through the development and maintenance of a capacity-building related module in the secretariat Web site; convening and participation in workshops; providing information to Parties on progress made in implementing the capacity-building plan. *Results*: Progress reports on capacity building; information for Parties and the public, as appropriate, on capacity-building activities (in electronic and other suitable formats). 3) Parties and other actors engaged in the design and development of activities related to emissions trading under Article 17 of the Protocol are able to share information and experience through informal dialogue processes. *Mandate:* Decision 7/CP.4. *Means:* Organizing a forum on emissions trading, to be held in conjunction with meetings of the Convention bodies; collecting, compiling and disseminating information on relevant technical contributions; contributing to and participating in technical meetings; developing a Web site structure and relevant databases; organizing electronically-linked discussion groups. *Results:* Progress reports to the Convention bodies; information products for Parties and other users (in electronic and other suitable formats); greater levels of coordination and cooperation between various actors.
Limits	The resources devoted to item 1 before COP 6 could be utilized towards meeting any new requirements arising from decisions by COP 6. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for additional workshops each year would be required from supplementary resources.
External linkages	National emissions trading programmes and other initiatives; United Nations agencies; relevant IGOs and NGOs.
Posts required	P-5 Manager; P-4 Programme Officer; P-3 Programme Officer; P-2 Programme Officer; GS Secretary; GS Research Assistant.
Other resources required	- consultants ($64,000 in 2000; $64,000 in 2001) - travel on official business ($43,500 in 2000; $43,500 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of additional workshops.

(iii) Management and coordination subprogramme (EI/MC)

Overview of responsibilities	Managing the EI programme; representing the programme externally; guiding and ensuring coherence in the work on mechanisms and monitoring new emerging issues.
Expected results	1) The programme's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; contributing, through the secretariat's management group, to overall secretariat management and to the establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals. 2) Emerging issues are identified and initial actions are taken by the secretariat. *Mandate:* Article 8. *Means:* Promoting and coordinating contacts; participating in conferences, seminars and workshops; monitoring new developments in the intergovernmental process. *Results:* The secretariat is better prepared to address emerging issues. 3) Cooperation between the programme and other agencies is developed and promoted. *Mandate:* Article 8; decisions 6/CP.1, 6/CP.4 and 7/CP.4. *Means:* Maintaining correspondence; convening meetings and other gatherings, as appropriate; promoting and coordinating contact by subprogrammes; participating in conferences, seminars and workshops. *Results:* Exchange of relevant information between Convention bodies and external processes.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Bureaux of the Convention bodies; Parties; relevant United Nations agencies; IGOs and NGOs competent on programme-related matters, in particular on the mechanisms (including business, and finance/development institutions).
Posts required	D-2 Coordinator; P-3 Programme Officer; GS Secretary; GS Administrative Assistant.
Other resources required	- temporary assistance ($41,100 in 2000; $41,200 in 2001) - overtime ($17,000 in 2000; $17,200 in 2001) - travel on official business ($31,500 in 2000; $31,500 in 2001)
Resources from outside the core budget	None.

C. Science and Technology (S&T)

(i) Methodology subprogramme (S&T/METH)

Overview of responsibilities	Analysing information and developing management techniques to ensure that information (e.g., related to GHG inventories, projections, climate change impacts and adaptation) is reported in a transparent and consistent manner by all Parties to the Convention and the Protocol.
Expected results	1) The requests of governments for preparatory work for COP 6 related to UNFCCC guidelines, modalities and rules under Articles 5 and 7 of the Protocol are met; issues related to recalculations, assigned amounts and land-use change and forestry are analysed; policy options related to possible COP decisions are identified. *Mandate:* Articles 3, 5, and 7 of the Protocol; decisions 4/CP.1, 9/CP.2, 8/CP.4, 9/CP.4 and 13/CP.4; conclusions of the SBSTA at its ninth session. *Means:* Building on revised reporting guidelines for Annex I Parties, integrating information related to the Kyoto Protocol mechanisms; compiling information; convening expert meetings; preparing documentation; coordinating with the IPCC, OECD, IEA and other international organizations. *Results:* Documents on national systems; guidelines related to Articles 5 and 7 of the Protocol. 2) Information related to Article 3.3 and 3.4 of the Protocol is analysed; options are developed for possible COP decisions. *Mandate:* Article 3 of the Protocol; decision 9/CP.4; conclusions of the SBSTA at its ninth session. *Means:* Coordinating with the IPCC; compiling information; convening workshops and expert meetings; preparing documentation. *Results:* Initial discussions related to consideration of Article 3.3 and 3.4 of the Protocol; technical documents and papers. 3) GHG inventory data from non-Annex I Parties are analysed from a methodological perspective in support of the compilation and synthesis of national communications from non-Annex I Parties and, as appropriate, revised guidelines are prepared for reporting GHG inventories by non-Annex I Parties. *Mandate:* Articles 4 and 12; decisions 4/CP.1, 8/CP.1, 10/CP.2 and 12/CP.4. *Means:* Compiling information; preparing documentation; convening expert meetings; coordinating with other international organizations. *Results:* Technical documents; revisions for reporting GHG emissions in national communications of non-Annex I Parties, as appropriate. 4) In support of the needs of Parties, particularly developing countries, information on methods, including decision tools, for assessing alternative adaptation strategies and technologies, is compiled in support of national communications. The information will also aim to respond to needs related to stage II adaptation activities of non-Annex I Parties, the CDM, and Article 4.8 and 4.9. *Mandate:* Decisions 9/CP.2, 9/CP.3, 2/CP.4 and 5/CP.4; conclusions of the SBSTA at its sixth session.

	Means: Consulting experts; compiling information; preparing documentation; liaising with relevant international organizations (UNEP, GEF, STAP). *Results:* Technical documents on available methods to assist Parties in identifying adaptation strategies. 5) Methods for making projections of GHG emissions and sinks are analysed; information is developed to provide a basis for assessing progress towards the achievement of commitments under the Protocol. *Mandate:* Decisions 4/CP.1 and 9/CP.2; conclusions of the SBSTA at its sixth session. *Means:* Convening an expert meeting; compiling information. *Results:* Technical documents on available methods to estimate future energy-related emissions, and if possible, emissions from other sectors. 6) GHG inventory methods related to HFCs, fuel sold for international transport, electricity trades and other special issues are analysed and policy options are identified in anticipation of possible COP decisions; extensive coordination is undertaken with other intergovernmental bodies to develop appropriate policy options. *Mandate:* Decision 2/CP.3; conclusions of the SBSTA at its eighth and ninth sessions. *Means:* Convening an expert meeting; compiling information, coordinating with ICAO, IMO, IEA, the secretariat of the Montreal Protocol, and industrial and environmental organizations; preparing documentation. *Results:* Technical documents on available methods related to HFCs, fuel sold for international transport, electricity trades and other special issues.
Limits	It is assumed that the IPCC will provide reports on land-use, land-use change and forestry, and on uncertainties and "good practices related to inventories". It is also assumed that specific reporting guidelines related to Article 3.3 and 3.4 of the Protocol will be prepared for COP 7. Information from this subprogramme will support activities undertaken by other programmes on compliance and mechanisms. Work on national system will be undertaken with support from the IMP programme's Annex I implementation subprogramme. Information compiled in this subprogramme will be managed as part of a secretariat-wide information system maintained by the IO programme. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for a second workshop each year (for example, on Articles 5 and 7 of the Protocol, as identified in document FCCC/SB/1999/2) would be required from supplementary resources. The subprogramme will not undertake activities related to methods to assess the effects of policies and measures once they have been implemented.
External linkages	IPCC; OECD; UNEP; UNIDO; WHO; WMO, FAO, IFF; other international organizations.
Posts required	P-5 Manager; P-4 Programme Officer; three P-3 Programme Officers; P-2 Programme Officer; GS Secretary.

Other resources required	- consultants ($152,000 in 2000; $152,000 in 2001) - travel on official business ($61,500 in 2000; $61,500 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of additional workshops.

(ii) Technology subprogramme (S&T/TECH)

Overview of responsibilities	Identifying options to promote technology transfer and cooperation among Parties, including means to enhance the technical capacity of developing countries; assessing and synthesizing information on environmentally-sound technologies to mitigate and adapt to climate change; broadening access of Parties to information on technologies.
Expected results	*Mandate for all items listed below:* Articles 4.1, 4.3, 4.5, 4.7, 4.8, 4.9, 9.2 and 11.1; decisions 13/CP.1, 7/CP.2, 9/CP.3 and 4/CP.4. 1) Organizational support is provided to the consultative process and agreement is reached on a framework for meaningful and effective actions (referred to in decision 4/CP.4) to enhance implementation of Article 4.5. *Means*: Organizing workshops; compiling information from Parties and international organizations; making available substantive information on technology transfer activities; ensuring access to information via electronic and other means; preparing documentation and compiling and synthesizing information from national communications of Annex I Parties and from the OECD/DAC, GEF, and other international organizations. *Results*: Technical documents and reports for the consultative process and the Convention bodies. 2) The capacity of developing country Parties to address barriers to the transfer of technology is enhanced. *Mandate:* Decision 4/CP.4. *Means:* Serving as a catalyst for overcoming financial, institutional, regulatory and information barriers related to the transfer of technology; organizing two workshops each year and working in conjunction with other multilateral organizations to build the capacity of developing country Parties; addressing specific barriers identified in document FCCC/TP/1998/1; complementing capacity-building activities related to the Kyoto Protocol mechanisms; preparing documentation. *Results:* Workshop materials; reports to the Convention bodies; increased rate of funding from the GEF, AIJ and other mechanisms for projects/programmes. 3) In support of the needs of developing country Parties for information on technologies, a technology inventory system is designed and initiated to serve the multiple users (including Parties) seeking information for projects to be supported by the private sector, the GEF, bilateral aid, and other mechanisms. *Mandate:* Decision 13/CP.1.

	Means: Compiling information; coordinating with other international organizations and programmes (such as UNEP, UNDP, IEA and CTI); developing systems to ensure that Parties have access to technology information. *Results:* A technology inventory system available to all Parties via the UNFCCC Web site; reports to the Convention bodies; special reports for Parties. 4) Parties' needs for information on adaptation technologies (as identified in document FCCC/SB/1997/3) are responded to; ways and means to limit HFCs are identified. *Mandate:* Articles 4.1, 4.5, 4.7, 4.9, 9.2 and 11.2; decisions 7/CP.2 and 13/CP.4. *Means:* Organizing expert meetings; preparing documentation; coordinating with other organizations. *Results:* Technical documents for the SBSTA; support for preparations related to implementation of Article 12.8 of the Protocol.
Limits	The programme of work may need to be adjusted pending information developed during the consultative process in 1999. It is anticipated that the consultative process will reach decisions at COP 6. The resources dedicated to supporting the consultative process up to COP 6 will be used in 2001 to implement the outcomes of COP 6. The programme will not undertake work related to technology information needs, the role of the private sector, technology information centres and technologies in the research and development stage. Activities listed under item 3 will be undertaken with support from the IO programme. Funding for the consultation process would require supplementary resources. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually.
External linkages	IPCC; OECD; IEA; UNIDO; UNDP; World Bank; UNCTAD; STAP; FAO; Montreal Protocol secretariat; other international bodies and organizations.
Posts required	P-5 Manager; P-4 Programme Officer; P-3 Programme Officer; GS Secretary.
Other resources required	- consultants ($88,000 in 2000; $88,000 in 2001) - travel on official business ($39,000 in 2000; $39,000 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the consultation process and the organization of additional workshops.

(iii) Management and coordination subprogramme (S&T/MC)

Overview of responsibilities	Managing the S&T programme; coordinating support to the SBSTA, and to the COP on relevant matters; representing the programme externally; facilitating the flow of scientific information into the Convention process and working with scientific organizations to ensure that information is conveyed to Parties in a timely and effective manner.
Expected results	1) The S&T programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; contributing, through the secretariat's management group, to overall secretariat management and to the establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals. 2) The SBSTA and its Bureau are provided with the support and documentation necessary for their smooth functioning. *Mandate:* Article 8; decision 6/CP.1. *Means:* Preparing procedural documentation; sessional planning; overseeing the preparation of all documentation, including in-session, to be submitted to the SBSTA; coordinating inputs from other programmes; organizing and servicing SBSTA Bureau meetings; providing advice to the Chairperson and mobilizing teams to provide the Chairperson and other elected officers with substantive support and secretarial assistance during sessions and consultations. *Results:* An annotated agenda for, and report of, each session of the SBSTA; documents concerning procedural and other issues; at least one SBSTA Bureau meeting per session. 3) The SBSTA is provided with timely information related to IPCC activities, including the TAR, special reports, JWG activities and the new IPCC Task Force on inventories. *Mandate:* Articles 4.1(g), 5, 9.2(a) and (d), and 21.2. *Means:* Working with the Chairperson of the IPCC, working group Chairpersons and others to ensure IPCC products are policy relevant and responsive to requests of the SBSTA and the COP; participating in IPCC workshops and meetings; transferring information on secretariat activities to the IPCC Bureau and other officers; synthesizing information for the SBSTA and the COP; preparing documentation. *Results:* Information related to the IPCC TAR and special reports is available in a timely manner; the JWG is well informed about the needs of the Convention process; the activities of the secretariat are well coordinated with the IPCC Task Force on Inventories; the SBSTA receives information in a more useful, policy-relevant format.

	4) Responding to the requests of governments for increased coordination with scientific organizations, the various components of the secretariat cooperate with bodies, processes and persons competent in the science of climate change and technological issues, to ensure that information is available to Parties. *Mandate:* Articles 4.1(g), 5, 9.2(a) and (d), and 21.2; decisions 6/CP.1, 6/CP.2, 8/CP.3, 13/CP.4 and 14/CP.4. *Means:* Guiding the involvement of other organizations in the UNFCCC process; convening meetings and consultations; promoting and coordinating contacts by subprogrammes; participating in conferences, seminars and workshops held by other organizations. *Results:* The Convention process is well understood and relevant information is exchanged between Convention bodies and external processes/organizations; scientific briefings to the SBSTA; side events; enhanced coordination is provided via relevant Web sites; coordination is enhanced between the secretariat and the GCOS, the Climate Agenda, IHDP, IGBP, ICSU, UNEP, FAO, IFF, and other scientific bodies.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Bureau of the SBSTA; secretariats of the IPCC, OECD, IEA, UNEP, WMO, UNIDO, FAO, UNCTAD, IFF and other organizations competent in science and technology; NGOs, including business and scientific institutions.
Posts required	D-2 Coordinator; P-3 Programme Officer; P-2 Programme Officer; GS Secretary; GS Administrative Assistant.
Other resources required	- temporary assistance ($44,900 in 2000; $45,000 in 2001) - overtime ($13,600 in 2000; $13,700 in 2001) - travel on official business ($36,000 in 2000; $36,000 in 2001) - contribution to the IPCC ($500,000 in 2000; $500,000 in 2001)
Resources from outside the core budget	None.

D. Implementation (IMP)

(i) Implementation process (IMP/PROC)

Overview of responsibilities	Supporting the intergovernmental process on compliance, and the Multilateral Consultative Committee; supporting the process for implementation of Article 4.8 and 4.9; initiating work on the relationship between environment and trade; coordinating the compilation and synthesis of national communications.
Expected results	1) The intergovernmental process on compliance is provided with the support and documentation necessary for its functioning. *Mandate:* Decision 8/CP.4. *Means:* Providing technical and organizational support; coordinating substantive support, including preparing documentation; providing advice to the officers; organizing workshop(s) each year, as decided by the Convention bodies. *Results*: Draft agenda for, and report of, each session of the Group; reports to the Convention bodies; documents concerning procedural issues; synthesis of proposals; Chairpersons' notes. 2) The Convention bodies are provided with support in the implementation of the programme of work related to Article 4.8 and 4.9 of the Convention. *Mandate:* Article 4.8 and 4.9; decisions 3/CP.3 and 5/CP.4. *Means:* Undertaking technical analyses related to the approved programme of work; coordinating substantive support to the process, including preparing documentation; organizing workshop(s) each year, as decided by the Convention bodies; advising elected officers; preparing documentation. *Results:* Reports to the Convention bodies; notes for their Bureaux. 3) National communications are compiled and synthesized. *Mandate:* Article 12.6; decisions 2/CP.1, 9/CP.2 and 12/CP.4. *Means:* Analysing information to identify patterns and relationships related to implementation; organizing expert support for and input to preparation of the compilation and synthesis report each year. *Results:* Compilation and synthesis reports of initial national communications from non-Annex I Parties submitted to the SBI and to the COP annually. 4) The Multilateral Consultative Committee (when established) is provided with support. *Mandate:* Article 13; decision 10/CP.4. *Means:* Providing technical and organizational support; coordinating substantive support, including preparing documentation; advising the Chairperson/Bureau; organizing workshop(s) each year, as decided by the Convention bodies. *Results*: Draft agenda for, and report of, each session of the Committee; reports to the Convention bodies; documents concerning procedural issues; synthesis of proposals; Chairperson's notes; MCC Bureau meetings.

	5) Work on the relationship between environment and trade is initiated. *Mandate:* Article 3.5. *Means:* Undertaking technical analyses; participating in meetings; preparing documentation; ensuring relevant information flows; ensuring that Convention perspectives on the relationship between environment and trade are reflected in the work of the relevant bodies of the WTO and the United Nations. *Results:* Reports to the Convention bodies.
Limits	The subprogramme has estimated the work required to support the development of the compliance system assuming that a comprehensive system would not yet be established at COP 6; in the event that the arrangements take on such a dimension, additional staff would be required. The staff requirements for the implementation of Article 4.8 and 4.9 are based on the programme of work approved at COP 4; additional staff may be needed should that programme of work be revised. The resources dedicated to supporting these processes up to COP 6 will be used in 2001 to implement the outcomes of COP 6. Depending on the nature of these outcomes, additional resources may be needed. The subprogramme will adhere to the procedures set by the COP for the work on compliance, the work programme on implementation of Article 4.8 and 4.9, and the compilation and synthesis of information communicated by Parties. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for additional workshops each year would be required from supplementary resources. The number of technical papers will depend on resources made available from outside the core budget.
External linkages	Bureaux of the Convention bodies; Parties; relevant international bodies, IGOs and NGOs (in particular WTO, UNEP, UNIDO and UNCTAD).
Posts required	D-1 Manager/Deputy Coordinator; P-4 Programme Officer; three P-3 Programme Officers (one as of 2001); GS Secretary.
Other resources required	- consultants ($44,000 in 2000; $44,000 in 2001) - travel on official business ($55,500 in 2000; $64,500 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of additional workshops and the preparation of technical papers.

(ii) Annex I implementation (IMP/AI)

Overview of responsibilities	Providing information to Parties on qualitative and quantitative aspects of the implementation of the Convention by Annex I Parties through the maintenance of GHG inventory data, the preparation of reports and other documents, and the organization of workshops; supporting the work related to meeting future reporting and review requirements under the Kyoto Protocol.
Expected results	1) Parties are presented with accurate, timely and complete information on GHG inventories. *Mandate*: Decisions 2/CP.1, 9/CP.2, 10/CP.2, 6/CP.3, 11/CP.4, and 12/CP.4. *Means*: Collecting, processing and storing GHG inventory data provided by both Annex I and non-Annex I Parties; maintaining and enhancing the GHG information system (using a cross-programme approach); facilitating remote access to data through the UNFCCC Web site. *Results*: Databases of GHG inventory data; reports and other relevant documents on GHG emissions and removals and their trends (in hard-copy and electronic format). 2) Information contained in Annex I Parties' second national communications and their annual inventory submissions is analysed and made available to the Parties. *Mandate*: Decisions 2/CP.1, 9/CP.2 and 6/CP.3. *Means:* Preparing in-depth review reports, under the collective responsibility of the review teams; circulating reports for comment by the Parties being reviewed; undertaking technical analyses of the inventory data; preparing reports. *Results:* Finalized reports on in-depth reviews conducted in 1999, technical reviews of inventory data, and on the analysis of inventory data, as appropriate (in hard-copy and electronic format). 3) The Convention bodies are provided with support in their consideration of the scope, modalities and options for the review process with a view to their adopting corresponding guidelines at COP 6. *Mandate*: Decisions 8/CP.4 and 11/CP.4. *Means*: Soliciting, compiling and analysing views of Parties as well as relevant experience with the review process; preparing and publishing related reports; supporting the Convention bodies in their consideration of guidelines for the review process. *Results*: Reports and other relevant documents (in hard-copy and electronic format); guidelines for the review process. 4) Parties are assisted in their consideration of ways to enhance the individual and combined effectiveness of policies and measures under Article 2.1(b) of the Protocol. *Mandate:* Decision 8/CP.4. *Means:* Preparing reports and "paper" reviews; organizing workshops or seminars on policies and measures, their implementation and effects (with a view to facilitating identification of "best practices" in policies and measures). *Results:* Reports and other documents (in hard-copy and electronic format); workshop(s).

	5) Work related to the development of the guidelines for national systems under Article 5.1 of the Protocol is supported. *Mandate*: Articles 3, 5 and 7 of the Protocol; decision 8/CP.4. *Means*: Analysing relevant data and information from Parties; processing information collected during the second round of in-depth reviews; collecting and compiling information on institutional arrangements for the preparation of national GHG inventories through IDR visits and from other available sources and submitting processed information to the Convention bodies. *Results*: Reports and other documents (in hard-copy and electronic format). 6) Work related to identifying additional reporting requirements for the purposes of verification of commitments under the Protocol is supported. *Mandate*: Articles 6, 7 and 8 of the Protocol; decision 8/CP.4. *Means*: Preparing reports, technical papers and other relevant documentation for the Convention bodies. *Results*: Submissions to the Convention bodies related to defining and reporting the necessary information to demonstrate compliance with Articles 2, 10 and 11 of the Protocol and approaches to procedures for the establishment and use of expert review teams.
Limits	Proposed tasks are to be coordinated with other subprogrammes (IMP/PROC, IMP/NAI, S&T/METH; IO). The scope of the technical review of the inventory data from Annex I Parties with the participation of national experts will be limited by resource availability. If larger amounts of GHG inventory data than expected are received, including those contained in forthcoming initial national communications from non-Annex I Parties, full processing will not be possible without additional resources. The activities listed under item 5 above will be undertaken in cooperation with the S&T programmes methodologies subprogramme. Those listed under item 6 will be undertaken with other subprogrammes, as appropriate. It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for additional workshops each year would be required from supplementary resources.
External linkages	Parties; relevant United Nations offices, programmes, specialized agencies and organizations; relevant IGOs.
Posts required	P-5 Manager; two P-4 Programme Officers; three P-3 Programme Officers; one P-2 Programme Officer; two GS Secretaries (one as of 2001); GS Assistant; GS Clerk.
Other resources required	- consultants ($24,000 in 2000; $24,000 in 2001) - travel on official business ($87,000 in 2000; $87,000 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support the organization of additional workshops. Supplementary resources may also be required for the publication of reports, technical papers and/or workshop proceedings.

(iii) Non-Annex I implementation (IMP/NAI)

Overview of responsibilities	Facilitating technical support and capacity-building activities relevant to the implementation of the Convention by non-Annex I Parties; supporting the negotiation of possible procedures to be used in preparing and considering initial national communications; providing support on matters related to the operation of the financial mechanism.
Expected results	1) Non-Annex I Parties are supported in the preparation and submission of their national communications as well as on other matters related to national communications. *Mandate:* Articles 8.2 (c), 12.1, 12.4, and 12.7; decisions 10/CP.2 and 12/CP.4. *Means:* Identifying and addressing Parties' technical needs and concerns through, among others, the elaboration of COP guidelines at regional and thematic workshops, and establishing liaison between Parties and bilateral and multilateral programmes; preparing documentation; organizing and following-up on events, particularly the forum for the development of emission factors and activity data for the estimation of inventories; promoting the CC:INFO/Web initiative; co-chairing the Advisory Committee of the National Communications Support Programmme. *Results:* National communications in increasing numbers (in hard-copy and electronic format); reports to the Convention bodies. 2) The Convention bodies are supported in their negotiations on possible processes to be used in the preparation and consideration of initial national communications; information communicated by non-Annex I Parties under Article 12 is compiled and submitted. *Mandate:* Articles 8.2(b), 12.1, 12.4, 12.6, 12.9 and 12.10; decisions 10/CP.2 and 12/CP.4. *Means:* Compiling relevant information on the status of preparation of initial national communications, as well as on the needs and concerns encountered by non-Annex I Parties in the preparation of national communications; following-up on information contained in the national communications, including inventory data; supporting possible revisions of the processes to be used in the preparation of national communications, including guidelines; undertaking technical analyses; preparing documentation; providing advice to the elected officials. *Results:* Reports to the Convention bodies; notes for their Bureaux. 3) Support for capacity-building activities related to the development of climate change programmes and national planning, as well as for the continuation of activities initiated within the framework of preparing national communications, is facilitated. *Mandate:* Articles 4.1(b), 6(b), 12.4 and 12.7 and decision 10/CP.2. *Means:* Collaborating with institutions concerning assistance relevant to the implementation of the Convention by non-Annex I Parties; fostering capacity building, education, training and public awareness needs of non-Annex I Parties in implementing different Convention provisions; compiling and disseminating information on the implementation of climate change plans and programmes and a list of projects submitted by non-Annex I Parties; following-up on existing financial and technical assistance through the organization and follow-up of recommendations of CC:FORUM; undertaking technical analyses of information provided. *Results:* Reports to the Convention bodies; notes for their Bureaux.

	4) The COP is assisted in evaluating the implementation of guidance to the GEF and in developing any additional guidance; overall coordination will be provided within IMP/MC. *Mandate:* Article 11.4; decisions 9/CP.1, 10/CP.1, 11/CP.1, 10/CP.2, 11/CP.2, 2/CP.4, 3/CP.4 and 12/CP.4. *Means:* Following-up on decisions taken and activities initiated and undertaken by the GEF; collaborating with the organs of the GEF and its implementing agencies; following-up on technical issues related to COP guidelines, including technical analysis; preparing reports, as mandated; providing comments to the GEF on projects proposed for funding. *Results:* Reports to the Convention bodies; notes for their Bureaux; flow of pertinent information; reflection of relevant Convention provisions in the work of the GEF.
Limits	Additional resources will be needed should the COP decide to elaborate new procedures for the consideration of national communications. The resources that would be required to support these activities have been calculated as a contingency to the core budget (see document FCCC/SBI/1999/4, paras. 56-57). The availability of supplementary funding would allow better implementation of the activities related to facilitating capacity building for the effective implementation of Convention provisions by developing country Parties (as described in item 3 above). It has been assumed that resources from the core budget will be sufficient to cover one workshop annually. Funding for additional workshops each year would be required from supplementary resources.
External linkages	The GEF and its implementing agencies (UNDP, UNEP, and the World Bank); other United Nations programmes and agencies (such as UNITAR, UNCTAD, UNIDO); Parties; relevant NGOs and regional institutions; bilateral programmes; initiatives such as the National Communications Support Programme and CC:TRAIN.
Posts required	P-5 Manager; P-4 Programme Officer; P-2 Programme Officer; two GS Secretaries.
Other resources required	- consultants ($100,000 in 2000; $100,000 in 2001) - travel on official business ($54,000 in 2000; $54,000 in 2001) - travel of participants ($100,000 in 2000; $100,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support work activities related to the implementation of decisions 2/CP.4 and 12/CP.4 and the exploration of reporting linkages among the Rio Conventions. Supplementary resources will also be required to support the organization of additional workshops.

(iv) Management and coordination subprogramme (IMP/MC)

Overview of responsibilities	Managing the IMP programme; coordinating support to the SBI, and to the COP on relevant matters; representing the secretariat externally; coordinating activities relating to the GEF, adaptation, and the report on implementation.
Expected results	1) The IMP programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the Convention bodies and contributes to the overall management and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding the work of the subprogrammes; contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals. 2) The SBI and its Bureau are provided with the support and documentation necessary for their smooth functioning. *Mandate:* Article 8; decision 6/CP.1. *Means:* Preparing procedural documentation; sessional planning; overseeing the preparation of all documentation, including in-session, to be submitted to the SBI; coordinating inputs from other programmes; organizing and servicing SBI Bureau meetings; providing advice to the Chairperson and mobilizing teams to provide the Chairperson and other elected officers with substantive support and secretarial assistance during sessions and consultations. *Results:* An annotated agenda for, and report of, each session; documents concerning procedural and other issues; at least one SBI Bureau meeting per session. 3) The IMP programme cooperates and liaises with competent international bodies of relevance to its programme of work. *Mandate*: Article 8. *Means*: Establishing and maintaining contacts; representing the secretariat at meetings; maintaining the throughput of correspondence; participating in conferences, seminars and workshops; conducting consultations on policy, technical and procedural issues; receiving reports. *Results:* Reports; exchange of relevant information between Convention bodies and external entities. 4) Activities undertaken by the secretariat in relation to the implementation by the GEF of COP guidance are coordinated. *Mandate:* Article 11. *Means:* Liaising with the organs of the GEF and its implementing agencies; monitoring activities initiated or undertaken by the GEF pursuant to COP decisions; representing the secretariat at GEF meetings; receiving reports. *Results:* Flow of information; reflection of relevant provisions of the Convention and COP decisions in the work of the GEF.

	5) The various activities of the secretariat related to adaptation are effectively coordinated, in an effort to link the identification of modalities for implementing adaptation measures with various activities already undertaken by several subprogrammes in the secretariat (IMP/NAI, IMP/PROC; S&T/TECH; S&T/METH). *Mandate*: Articles 3.1, 3.2, 4.1. 4.3 and 4.4; decisions 11/CP.1, 9/CP.2, 10/CP.2, 3/CP.3, 2/CP.4, 11/CP.4 and 12/CP.4. *Means:* Establishing a cross-programme team to provide coordination and to help avoid gaps and duplication in the secretariat's activities related to adaptation; preparing documentation; exchanging information with relevant external entities. *Results:* Reports to the Convention bodies. 6) Production of the report on implementation is planned and overseen. *Mandate*: Decision 7/CP.1. *Means*: Establishing a task team; coordinating its work. *Results:* A costed project proposal for producing the report on implementation.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff. The activity listed under item 6 above will be undertaken with support from the IO programme's information support subprogramme.
External linkages	Bureau of the SBI; Parties; the GEF and its implementing agencies; IGOs and NGOs; the private sector.
Posts required	D-2 Coordinator; P-4 Programme Officer; P-2 Programme Officer; GS Secretary; GS Administrative Assistant. The Coordinator will be assisted by a Deputy Coordinator (see IMP/PROC).
Other resources required	- temporary assistance ($68,500 in 2000; $73,200 in 2001) - overtime ($27,000 in 2000; $31,000 in 2001) - travel on official business ($42,000 in 2000; $42,000 in 2001)
Resources from outside the core budget	If it is decided at the end of the current planning phase to proceed with the preparation and publication of the report on implementation, supplementary resources will be required.

E. Information and Outreach (IO)

(i) Information support subprogramme (IO/IS)

Overview of responsibilities	Providing information management capacity to support data and information collection, synthesis and dissemination; maintaining a computer infrastructure for the secretariat, official sessions and workshops; maintaining and enhancing information products that further public awareness; building capacity among Parties to network and exchange information, in collaboration with United Nations partner organizations.
Expected results	*Mandate for all items listed below:* Article 6, Article 8.2(a), decision 6/CP.1 1) A fully operational computer network environment providing internal information processing and global communication facilities for staff is available at the secretariat headquarters and temporarily for staff and delegates at conference premises. *Means:* Installing and maintaining necessary hardware, software, security, Internet connectivity and backup at the secretariat and temporary conference premises; supporting users through helpdesk and training; further developing common computer and Internet services with United Nations premises in Bonn. *Results:* Secretariat and conference premises equipped with reliable tools to support negotiations and enable staff to function efficiently and maximize outputs. 2) Data and information are collected, processed, stored, and shared through an integrated information system linking "data custodians" in each programme. *Means:* Organizing a cross-programme data management task team to capture data and information received from the Parties and other official sources and ensuring that they are safely stored in a UNFCCC "data warehouse"; providing a robust and easy-to-use information system to search and retrieve needed data and information from the warehouse in order to respond to queries, produce documents or disseminate information; gradually providing Parties with secure access to the data warehouse over the Internet; liaising closely with other convention secretariats, United Nations agencies and programmes, and other bodies (e.g. Earthwatch Working Party) to share data. *Results:* A cost-effective, integrated secretariat information system providing information on: people and organizations, their expertise and experience; Convention and Protocol ratifications and status; GHG emissions; developments related to the Protocol; Convention activities and related projects; data, library and documentation holdings; conference logistical arrangements; management and administration. 3) The UNFCCC Web site is maintained; other information products are developed on CD-ROM and in print; the secretariat collaborates with others to disseminate information and raise awareness about climate change. *Means:* Continuing to develop and enhance the UNFCCC Web site as the main UNFCCC information and communication tool (with increased coverage of official documents in all official languages, more information on secretariat activities, the introduction of Web-enabled databases of events, and further development of live Internet video broadcasting); continuing cooperation with UNEP/IUC, UNIC Bonn, and the Earth Negotiations Bulletin. *Results:* A single comprehensive source of data, information, official documents for the UNFCCC; media materials and publications available in official languages and in a variety of formats (including in print and on CD-ROM).

	4) Parties have the capacity to access and use data, information and technology easily and share experience, as appropriate. *Means:* Strengthening information networking capacity of NFPs by supporting training and education, introduction or enhancement of electronic communication capacity, development of data management techniques and standards, promotion of exchange and dissemination of knowledge, technology and expertise. *Results:* Effective knowledge networking among NFPs to enhance participation in Convention processes; increased use of electronic technology to access information; improved ability to network with others at national, regional and international level.
Limits	The core budget resources allocated to this subprogramme are sufficient to cover the provision of the technologies (network, hardware, software), and the technical support (maintenance of the system, training of the staff) necessary for the smooth and efficient operation of the intergovernmental meetings and the secretariat and for the support of data management tasks throughout the secretariat. Additional information products, advanced Web and communications applications will be developed if additional supplementary resources can be raised. Activities listed under item 2 will support the work of all programmes, in particular, EI, S&T, and IMP. The activities listed under item 4 will be undertaken in cooperation with RPC/CS and with other United Nations partners and networks.
External linkages	UNEP; UNIC; information and communication-related teams in United Nations organizations; the Earth Negotiations Bulletin.
Posts required	P-5 Manager; two P-4 Programme Officers; two P-3 Programme Officers; three P-2 Programme Officers; GS Secretary; two GS Assistants
Other resources required	- consultants ($100,000 in 2000; $100,000 in 2001) - travel on official business ($76,500 in 2000; $76,500 in 2001) - acquisition of equipment ($300,000 in 2000; $300,000 in 2001)
Resources from outside the core budget	Supplementary funding will be required to support a NFP networking project which will be undertaken in collaboration with the IO programme. Supplementary funding will also be required to support various information management projects and the UNFCCC library.

(ii) Outreach subprogramme (IO/O)

Overview of responsibilities	Undertaking outreach activities in support of the Convention process, in cooperation with Parties, NGOs, United Nations agencies, other conventions and other programmes in the secretariat.
Expected results	1) Non-governmental observer organizations, in particular the environmental NGOs and the business and industry constituencies, are able to participate constructively in the Convention process. *Mandate:* Article 8.

	Means: Communicating with relevant NGOs; evaluating and making recommendations on candidatures for accreditation; accrediting NGOs; organizing special events and exhibits during official sessions; assisting the registration team for NGOs at UNFCCC meetings; developing innovative means to involve the business and industry constituencies in the Convention process. *Results:* Effective participation of all relevant NGOs in the Convention process. 2) Climate change related work of partner United Nations agencies and other intergovernmental organizations produces more effective and coherent inputs to the Convention process. *Mandate:* Article 8, decision 7/CP.4. *Means:* Organizing regular and ad hoc inter-agency meetings to exchange information, and to focus the work of the agencies; developing joint projects to respond to needs of the Convention; attending key United Nations meetings (such as those of UNEP, CSD, IACSD, UNFIP, UNF). *Results:* Coherent response of United Nations agencies and other IGOs to requests by the Parties; coherent approach to bilateral and multilateral donors on climate change issues; the climate change agenda is handled appropriately in other forums. 3) The substantive and organizational linkages between the UNFCCC and other related conventions, such as the UNCCD and UNCBD are exploited. *Mandate:* Decision 17/CP.4. *Means:* Encouraging contacts and exploring synergies with other convention secretariats, especially in capacity building, response strategies and information exchange; following up on the decisions of relevant convention bodies. *Results:* Relevant linkages between conventions are recognized, and means are available to implement requirements of the different conventions in a coherent, synergistic manner.
Limits	The subprogramme will undertake all outreach and liaison activities, as shown in the section above. Some areas, such as outreach to the business and industry constituency, as well as substantive work with the environmental NGOs, will require supplementary resources. The activities listed under item 1 above will be undertaken in cooperation with RPC/CS. The activities listed under item 2 will be undertaken in cooperation with the EDM, as well as with the IMP, S&T and EI programmes. The activities listed under item 3 will be undertaken in cooperation with IMP/NAI.
External linkages	Parties; observer States; observer organizations (NGOs, United Nations, IGOs); counterparts at other agencies, departments and programmes; key non-governmental actors.
Posts required	P-5 Programme Manager; P-3 Programme Officer; GS Secretary; GS Assistant.
Other resources required	- consultants ($80,000 in 2000; $48,000 in 2001) - travel on official business ($24,000 in 2000; $24,000 in 2001)
Resources from outside the core budget	Supplementary resources will be required to support some aspects of work with NGOs. Supplementary funds will be sought for inter-agency work for the Convention process.

(iii) Management and coordination subprogramme (IO/MC)

Overview of responsibilities	Managing the IO programme; representing the secretariat externally.
Expected results	The IO programme's staff, financial resources, and activities are managed in a way that maximizes fulfilment of needs identified by the Convention bodies, and contributes to the overall management and effective operation of the secretariat. *Mandate:* Articles 6 and 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding work by the subprogrammes; contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff.
External linkages	Parties; observer States; observer organizations (NGOs, United Nations, IGOs); counterparts at other agencies, departments and programmes; key non-governmental actors.
Posts required	D-1 Coordinator; P-2 Programme Officer; GS Secretary; GS Administrative Assistant.
Other resources required	- temporary assistance ($48,500 in 2000; $48,600 in 2001) - overtime ($23,800 in 2000; $24,100 in 2001) - travel on official business ($27,000 in 2000; $27,000 in 2001)
Resources from outside the core budget	None.

F. Resources, Planning and Conferences (RPC)

(i) Conference support subprogramme (RPC/CS)

Overview of responsibilities	Providing suitable conference facilities, documentation and related services for all sessions of the Convention bodies; facilitating participation in those bodies.
Expected results	*Mandate for all items listed below:* Article 8.2(a); decision 6/CP.1. 1) Eight weeks of meetings of the COP and its subsidiary bodies and 18 weeks of workshops and seminars are successfully organized. *Means:* Liaising with commercial conference facilities; creating necessary temporary infrastructure at conference facilities (including rental and installation of furniture and equipment); hiring and training temporary staff. *Results:* Suitable conference facilities for each session; teams of temporary staff to perform various functions before and during each session. 2) Conference services are provided at all sessions. *Means:* Coordinating with conference service providers (e.g., UNOG). *Results:* Simultaneous conference room interpretation in all six languages of the UNFCCC at all official meetings of the Convention bodies; conference rooms staffed with conference officers and technicians and equipped with sound systems; security presence at all sessions. 3) National contacts are informed of developments related to the Convention process. *Means:* Maintaining regular written communications with NFPs; interacting with the designated missions; maintaining electronic communications facilities; preparing responses to the high volume of enquiries from NFPs and missions. *Results:* Notifications of upcoming sessions to NFPs; semi-annual formal/informal briefings for missions in Bonn; regular flow of relevant information to NFPs; electronic mailing lists and Web-based initiatives. 4) Participation in the sessions is effectively managed. *Means:* Liaising with participants before sessions; accrediting and registering representatives; further developing funding systems for participation; maintaining contact databases; issuing invitations to nominate funded participants. *Results:* Accredited, registered and, as appropriate, funded delegates; contact databases; fully implemented new registration database. 5) Documentation is produced on time and distributed before, during, and after sessions of the Convention bodies. *Means:* Editing documents; liaising with translation and document service providers (e.g. UNOG); maintaining a document collection facility at the secretariat; posting documents on electronic media. *Results:* Edited and, as appropriate, translated original documents; printed copies of documents (at the secretariat); electronic versions of documents on the UNFCCC Web site.

Limits	The work programme and resource needs for this subprogramme have been determined assuming that during 2000 and 2001: - there will be eight weeks of intergovernmental meetings organized in four sessional periods, and 18 weeks of workshops. - the United Nations will continue to provide the Convention with conference services, including the translation, reproduction and distribution of pre-, in- and post-session documentation; interpretation; conference room management; and technical assistance (see document FCCC/SBI/1999/4, paras 49-57); - the resources provided by the Government of Germany (the 'Bonn Fund') will continue to be sufficient to cover the costs of organizing meetings in Bonn plus related staff costs (see non-core resources below). The activities listed under item 3 above will be undertaken with support from the OIS/IS subprogramme.
External linkages	NFPs to the Convention, diplomatic missions in the host country and other points of contact designated by Parties and observer States; observer organizations; conference service providers; UNIC Bonn; the media.
Posts required	P-5 Manager; two P-4 Programme Officers; P-3 Programme Officer; GS Secretary; GS Assistant; two GS Clerks.
Other resources required	- consultants ($60,000 in 2000) - travel on official business ($54,000 in 2000; $54,000 in 2001) - logistics for workshops ($52,500 in 2000; $52,500 in 2001) - temporary assistance ($172,500 in 2000; $174,000 in 2001) (Note: includes the hiring of temporary conference staff and ongoing assistance in document reproduction.)
Resources from outside the core budget	Supplementary funding will be required to meet the costs related to the following additional posts: P-3 Programme Officer; P-2 Programme Officer; GS Assistant; three GS Clerks. It is foreseen that this support will be available from the Bonn Fund. Should other demands on this Fund increase (due to changes in the calendar of meetings, for example) and result in support for these posts not being available, additional core budget resources will have to be identified. Supplementary funding will continue to be needed to cover the costs of renting and preparing facilities (currently being covered by the Bonn Fund).

(ii) Financial management and administration subprogramme (RPC/FMA)

Overview of responsibilities	Providing the Convention secretariat with administrative services; administering financial resources and staff; liaising with the United Nations and the host Government on administrative matters.
Expected results	*Mandate for all items listed below:* Article 8; the financial procedures for the COP (see decision 15/CP.1); COP decisions related to financial and administrative matters.

	1) Convention finances are efficiently managed. *Means:* Preparing budgets and related reports; monitoring and certifying expenditures; managing trust funds and bank accounts; procuring goods and services efficiently and paying bills on a timely basis; preparing notices of, and reports of payment of, indicative contributions and voluntary fund-raising; securing cost-effective travel arrangements; managing United Nations common premises and common service arrangements in Bonn. *Results:* Proposed biennial programme budgets; financial reports for the COP and SBI; records for audit; annual notice of indicative contribution sent to each Party. 2) Convention human resources are efficiently managed. *Means:* Operating recruitment, appointment and promotion processes; hiring consultants and temporary staff; maintaining personnel records and candidate rosters; implementing the performance appraisal system; liaising with the Staff Association; applying Staff Rules; overseeing payroll and entitlements/benefits. *Results:* Recruitment of competent staff; high staff morale, motivation and productivity; reports to United Nations processes and the SBI; records for audit. 3) Harmonious relations are maintained with the host Government. *Means:* Registering and/or accrediting staff members, consultants, and experts in accordance with the headquarters agreement; maintaining privileges of staff members and of delegates to sessions of the Convention bodies; fulfilling ongoing administrative requirements. *Results:* Reports to the SBI and the host Government.
Limits	Given the Convention's institutional linkage to the United Nations (see decision 14/CP.1), the activities of this subprogramme will be undertaken in accordance with the financial and personnel rules and regulations of the United Nations, in the context of the delegation of authority to the Executive Secretary. Assumes that all costs will be covered from the repayment of overheads.
External linkages	UNOG; UNDM; other United Nations agencies at the duty station; the host Government; diplomatic missions and delegations.
Posts required	No posts are required in the core budget.
Other resources required	None.
Resources from outside the core budget	Overhead funds will be used to fund temporary assistance, official travel, and the following posts: P-5 Chief; two P-4 Programme Officers; P-2 Programme Officer; four GS Administrative Assistants; six GS Clerks. (Subject to review of administrative arrangements).

(iii) Management and coordination subprogramme (RPC/MC)

Overview of responsibilities	Managing the RPC programme; coordinating support to the COP; coordinating the secretariat's internal planning and the allocation of supplementary funds; maintaining relations with the United Nations; providing legal advice; representing the secretariat externally.
Expected results	1) The RPC programme's staff, financial resources, and activities are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat. *Mandate:* Article 8; decision 6/CP.1. *Means:* Identifying priorities for allocation of resources and raising supplementary funds, as needed; recruiting and motivating competent staff, appraising their performance and promoting their career development; coordinating and guiding work by the subprogrammes; contributing, through the secretariat's management group, to overall secretariat management and to establishment and application of secretariat policies and procedures; coordinating the work of the financial management and administration subprogramme and providing guidance. *Results:* Budgets and detailed work plans for each subprogramme and the programme as a whole; programme fully staffed with competent individuals; well-administered secretariat. 2) The COP is provided with the support and documentation necessary to its smooth functioning. *Mandate:* Article 8.2. *Means:* Carrying out the function of Secretary of the COP; planning and scheduling each session; coordinating the division of labour between the COP and its subsidiary bodies and their respective teams; preparing procedural and substantive documentation relating to the work of the COP; overseeing the production of all COP-related documentation; coordinating secretariat-wide COP planning. *Results:* Provisional agendas and annotations and other documents relating to the arrangements of official sessions; calendars and schedules of work. 3) The Bureau of the COP and its President are provided with the support necessary to function effectively and lead the Convention process. *Mandate:* Article 8.2. *Means:* Organizing regular Bureau meetings during sessional periods; organizing inter-sessional Bureau meetings and President's informal consultations; preparing the documentation required for Bureau meetings; preparing and distributing inter-sessional correspondence; preparing briefing materials and speaking notes; providing advice; organizing pre- and in-session consultations. *Results:* Agendas; background papers; Chairperson's notes; meeting summaries; correspondence on issues requiring inter-sessional attention; briefing notes and reports.

	4) The Convention and its secretariat are provided with the legal guidance they require on issues relating to the Convention, the Protocol, the draft rules of procedure, and relations with the United Nations and national governments, and contracts and administrative/premises issues. *Mandate:* Article 8.2. *Means:* Providing legal advice; drafting legal texts and preparing legal analyses across a wide range of matters (e.g. the Convention and Protocol themselves, any new legal instrument, the headquarters agreement, the premises agreement); liaising with UNOLA. *Results:* Documents on legal issues; legal advice. 5) The link between the Convention and its secretariat and the United Nations is effectively maintained. *Mandate:* Article 8.2(e). *Means:* Preparing inputs for the General Assembly on issues related to the Convention process and to the secretariat's institutional linkage with the United Nations; analysing relevant General Assembly outcomes, and preparing reports thereon for the Convention bodies. *Results:* Reports to the General Assembly and the Convention bodies. 6) The secretariat's activities are planned and coordinated in ways that maximize its ability to respond efficiently and effectively to the needs of Convention bodies. *Mandate:* Article 8.2. *Means:* Liaising and coordinating between secretariat programmes; overseeing overall programme development; providing policy advice on cross-cutting issues; organizing internal planning meetings and events; providing support to the internal planning forum; coordinating the internal secretariat process for the allocation of supplementary funds, including project review; analysing new concepts; preparing a secretariat-wide work programme. *Results:* Internal policy documents; planning tools (such as schedules, flow charts); papers on cross-cutting issues; secretariat work plans.
Limits	Guidance from the Convention bodies and their Bureaux; guidance from the Executive Secretary on managerial issues, including on overall secretariat priorities and criteria for recruitment of staff. The activities listed under items 2 and 3 above will be undertaken in consultation with the EDM programme.
External linkages	Bureau members; the General Assembly; UNOLA; UNOG; UNDM; diplomatic missions.
Posts required	D-1 Coordinator; P-5 Senior Programme/Legal Officer; P-3 Programme Officer; P-2 Programme Officer; two GS Secretaries; GS Administrative Assistant.
Other resources required	- temporary assistance ($38,600 in 2000; $38,800 in 2001) - overtime ($23,800 in 2000; $24,100 in 2001) - consultants ($72,000 in 2000; $96,000 in 2001) - travel on official business ($51,000 in 2000; $51,000 in 2001)
Resources from outside the core budget	None.

Annex

ABBREVIATIONS USED IN THIS DOCUMENT

AIJ	activities implemented jointly
CDM	clean development mechanism
COP	Conference of the Parties
CSD	Commission on Sustainable Development
CTI	Clean Technology Initiative
EDM	Executive Direction and Management programme
EI	Emerging Issues programme
ELIPAC	Environmental Law and Institutions Programme Activity Centre
EST	environmentally sound technology
FAO	Food and Agriculture Organization of the United Nations
GCOS	Global Climate Observing System
GEF	Global Environment Facility
GHG	greenhouse gas
GS	General Service
HFC	hydrofluorocarbon
IACSD	Inter-Agency Committee on Sustainable Development
ICAO	International Civil Aviation Organization
ICSU	International Council of Scientific Unions
IDR	in-depth review
IEA	International Energy Agency
IFF	Intergovernmental Forum on Forests
IGBP	International Geosphere-Biosphere Programme
IGO	intergovernmental organization
IHDP	International Human Dimensions Programme on Global Environmental Change
IMO	International Maritime Organization
IMP	Implementation programme
IO	Information and Outreach programme
IPCC	Intergovernmental Panel on Climate Change
JI	joint implementation
JWG	joint working group
MCC	Multilateral Consultative Committee
NFP	national focal point
NGO	non-governmental organization
OECD	Organisation for Economic Co-operation and Development
OECD/DAC	OECD Development Assistance Committee
RPC	Resources, Planning and Conferences programme
S&T	Science and Technology programme

SBI	Subsidiary Body for Implementation
SBSTA	Subsidiary Body for Scientific and Technological Advice
STAP	Scientific and Technical Advisory Panel (of the GEF)
TAR	Third Assessment Report (of the IPCC)
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention to Combat Desertification
UNCTAD	United Nations Conference on Trade and Development
UNDM	United Nations Department of Management
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNEP/IUC	UNEP Information Unit for Conventions
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNIC	United Nations Information Centre
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNOG	United Nations Office at Geneva
UNOLA	United Nations Office of Legal Affairs
WHO	World Health Organization
WMO	World Meteorological Organization
WTO	World Trade Organization

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